

SAMPLE EQUAL OPPORTUNITY POLICY STATEMENT

DATE: ____ / ____ / ____

It is the policy of *(City/County)* to provide equal opportunity to all employees, applicants and program beneficiaries; to provide equal opportunity for advancement of employees; to provide program and employment facilities which are accessible to the handicapped and to administer its programs in a manner that does not discriminate against any person because of race, creed, color, religion, sex, national origin, gender identity, sexual orientation, disability, age, political affiliation, familial status or citizenship.

The *(Mayor/Chairperson)* has ultimate responsibility for the overall administration of the affirmative action/equal opportunity program. The total integration of equal opportunity into all parts of personnel and program management is the *(Mayor/Chairperson's)* responsibility. The *(Mayor/Chairperson)* will review all policies and procedures as they affect equal opportunity and affirmative action and ensure compliance with relevant federal and state statutes.

The right of appeal and recourse is guaranteed by *(City/County)*. Any person who feels that he or she has been denied employment, participation, representation, or services in any program administer by the *(City/County)* because of race, creed, color, religion, sex, national origin, age, handicap, political affiliation, familial status or citizenship has the right to file an equal opportunity complaint. Information and assistance relative to equal opportunity complaints shall be provided by _____, who can be contacted at _____.

This Equal Opportunity Policy of the *(City/County)* shall be posted in conspicuous places within the facility, distributed to all employees, contractors and to the persons of all advisory and policy-making groups.

(Mayor/Chairperson)
(City/County)